Office Operations Associate Position Number: 012017
Office and Administrative Support

Under the close, progressing to limited, supervision of the General Accounting Supervisor, this position will provide complex office support work to the Division of Administrative Services (DOAS). In addition, this position will provide general assistance to the Bureau of Financial Management.

45% A. Provide administrative services and office management support to Division staff.

A1. Receive and direct DOAS visitors.
A2. Answer DOAS telephone.
A3. Order supplies and maintain inventory levels.
A4. Coordinate equipment repairs.
A5. Make travel arrangements, act as division travel coordinator.
A6. Order copy machine paper for the department.
A7. Process Quick Copy requests.
A8. Review monthly General Services Billing (GSB) for accuracy. Request and process credits as needed.
A9. Audit monthly records of the Division's assigned credit or procurement card(s). Submit to Accounting per P-card user guidance.
A10. Initiate, maintain and route purchase orders for approval in an automated system.
A11. Process purchase order and direct charge invoices for payment in an automated system.
A12. Monitor and review fiscal reports and invoices.
A13. Serve as primary contact with all DOAS operating units in a coordinative, informative capacity regarding development of annual operating budgets.
A14. Provide mail support for the building tenants and the division. These duties include daily mail sorting, time stamping of division mail, and accepting DOAS deliveries. The position will also process specialty mailings for DOAS staff as needed.
A15. Coordinate the set-up of new division employees, including but not limited to space, phone, email, and computer security. Coordinate the termination of same upon employee termination.

10% B. Responsible for the handling of department and attached agency purchase orders. Ensure that all assigned purchase orders are printed and vendor copies are handled according to instructions.

30% C. Provide general assistance to the Bureau of Financial Management

C1. Enter invoices into an automated purchasing/payment system.
C2. Enter Special Prosecutor payments into automated payment system.
C3. Download and format bi-weekly payroll and PMIS files for distribution.

C4. Download and print monthly budget reports from FIRSt system for Budget staff.
C5. Separate and distribute monthly WiSMART accounting reports internally to accounting staff. Distribute other WiSMART reports as needed.
C6. Receive and sort DOA and attached agency procurement card logs.
C7. Match invoices to system generated voucher jacket and attach after Accounts Payable approval (daily). File vouchers. Assist in maintaining financial document files in numerical order by department.
C8. As backup, mail vendor checks along with remittance documentation. File warrant registers.
C9. Perform special accounting projects/assignments as assigned by the supervisor or section chief.

10% D. Facilities support

D1. Coordinate visitor parking, Yahara and St. Croix meeting room requests, and audio visual equipment reservations.
D2. Monitor, verify usage, and initiate additional requests for building access cards for division employees.
D3. Refer 101 East Wilson facilities issues to Division of Facilities Management maintenance staff, as required.
D4. Answer or refer security questions, as required.

5% E. Other duties as assigned.

Knowledges, Skills, and Abilities:

- Ability to work with various divisions, departments and the public, ensuring compliance with multiple sets of rules, regulations and procedures.
- Excellent written and oral communication skills.
- Strong interpersonal communication skills.
- Ability to establish and maintain effective working relationships.
- Strong organizational skills with careful attention to detail.
- Ability to demonstrate effective problem-solving and decision-making skills.
- Ability to set priorities and perform multiple tasks.
- Strong customer service skills.
- Ability to process transactions accurately within prescribed timeframes.
- Basic financial and mathematical skills.
- Knowledge of and familiarity with business computer software, especially word processing, spreadsheet, database, and e-mail applications, along with keyboarding and data entry skills.